1952-51 **File No.** 2149/48

P.W. **DEPARTMENT**

B CLASS A **BRANCH**

Subject:— Decentralization
of administration
Delegation of powers to Revenue
Officers

B[N] 1952

File No. 2149/48

Std. Sectt. Slip 24-A

Std. Sectt. 78 a.

G.R., G. D., No. 2408, dated 22-6-22.]

Correspondence

DOCKET SHEET

Subject :—

File No. 2149 / 48

P.W. DEPT.

A. BRANCH.

References :— Separated from the main file B[M]

Date.	To whom sent.	Notes and instructions.

Powers.
Revenue Officers
Delegation of -to,

GOVERNMENT OF BOMBAY
REVENUE DEPARTMENT.
CORRIGENDUM NO. 3563/49,
BOMBAY CASTLE, 18th June 1951.

C O R R I G E N D U M

In the Statement 'B' accompanying the Government Resolution No. 3563/49, dated 16th October 1950 item No. 4 viz "Issue of stay Order in cases of construction of buil--dings without permission", should be deleted.

Items Nos. 5,6, and 7 should be renumbered as Nos. 4, 5, and 6.

By order of the Governor of Bombay,

(P.N. AMBEGAOKAR),
Assistant Secretary to Government.

To

All Collectors,
The Settlement Commissioner and Director of Land Records,
The Accountant General(through the Finance Department),
All Departments of the Secretariat (except the Separate Department).

P.W.D.

No. of 1951.

Copy forwarded for information and guidance to.

DJT./-

2149/48
54845

(Below Govt. Corrigendum, R.D. No. 3563/49 dated 19-6-50, regarding delegation of powers to Revenue officers).

————X————

A. Br. P.W.D.

Submitted for information.

2. Necessary note has been taken on the accompainment to original G.R.~~M~~D. No. 3563/49 dated 16-10-50.

Record.

Id/-

Id/-

S.A.S.

DJT./-

Revenue Department.

During the Revenue Assistant Commissioners' Conference on the 13th March 1950, it was brought to the notice of Government that many reference of a trivial nature are required to be made to Government for obtaining sanction e.g.

(1) Supply of uniforms to peons
(2) " " Navar " "
(3) " " Badges " "
(4) " " typewriters to Government offices.
(5) " " Pagress to peons
(6) Repairs to type-writers exceeding Rs. 50/-
(7) Purchase of books.
(8) " " furniture
(9) Car advance
(10) Advance for purchase of a cycle to a temporary Government servant.

The above cases are illustrative and no exhaustive. It is possible that there might be many references of this type comint to R.D. and other Departments. In accordance with the Government policy of progressive decentralization of powers and functions, it would be better and convenient if the Government powers in these respects are delegated to the Collectors. But before this is done, it would be necessary for the Departments concerned to examine all such cases in detail. It is, therefore, suggested that copies of this note may be forwarded to all the Departments of the Secretariat and the various Branches of the Revenue Department for necessary action.

Id/- 15-3-1950.

U.S. This suggestion is for the Political and Services Department to consider because it is a general question.

Id/- 15-3-50.

D.S. Abolition of Commissioners is mainly a R.D. subject. Arising out of this Government will have to consider what steps can be taken to de-centralise Administration. H.M.R.D. has stressed that we should examine at once how this decentralization can be brought about. I am therefore of the view that this question should be examined at once by all the departments concerned. As this is a general question Political and Services Department may take further action unless it would like .....

like Revenue Department to address all departments.

Id/- 15-3

C.S. There is no special reason why the P.& S.D. should take up this question. R. D. could address all the Departments in this matter.

Id/- 15-3.

DJT./-

P. W. D.

(Below copy of the Revenue Department's note, dated 15th March 1950 and the Under Secretary's and the Secretary's notes of the same date and the Chief Secretary's note, dated 16th March 1950 thereon).

No. O/18430-E. Revenue Department.
Secretariat, Bombay, No. 1.

22nd March 1950.

Forwarded to all the Departments of the Secretariat Bombay for favour of necessary action in the matter.

By order of the Governor of Bombay,

Id/-

Assistant Secretary to the Government of Bombay, Revenue Department.

DJT./-

2149/48/2508

A.B.(I). P.W.D.

Submitted.

2. The copies of R.D. note may be forwarded to the local officers as per draft put up for approval

Id/-

On wha-t point are thesepapers proposed to be sent to S.Es. for report?

Id/-

(Below Copy of G.E.& R.D. No. O/1830-E, dt. 22-3-50. reg: decentralization administration).

—— X ——

No. 2149/48/A(I) P.W.D.

B.C., (Bombay No. 1),
April 1950.

Copies forwarded to

All SEs of Circles
The Elecl. Commr. with the Govt. of Bombay.
The El. Engr. to Govt.
The P.H. Engr. to Govt.

for favour of report.

By order etc.,

Asstt. Secy. to Govt. of Bombay,
P.W.D.

Id/-
15/ 4/ 50.

DJT./-

No.A-1-25/5805 of 1950,

Poona 1, 26th May 1950.

To

The Secretary to Government,
Public Works Department, Bombay 1.

Sub:- DECENTRALIZATION OF POWERS.

Reference : Government endorsement, Public Works Department No. 2149/48-A(I), dated the 8th May 1950.

2. I quite agree with the proposal of the Revenue Department, that the powers regarding the matters of trivial nature, which are at present required to be made to Government for obtaining sanction, may be delegated to the heads of Departments (i.e. Superintending Engineers in the Public Works Department) for the reasons stated below against each :-

Sr. No.	Name of article.	Remarks.
1.	Supply of Uniforms to Peons.	Only sanction of Government in Political & Services Department is required to be obtained in the cases of newly created offices. After requisite sanction is obtained, regular supply as per chapter No.VII of Bombay Stationery & Printing Manual is made by the Superintendant, Govt. Printing & Stationery, Bombay. This power can be delegated to the Departments, subject to the considerations that the sanction is given according to rules laid down by Government.
2.	-do- Navar -do-	
3.	-do- Badges -do-	
5.	-do- Pagrees -do-	
4.	Supply of Typewriters to Government Offices.	The existing arrangements for sanctioning the typewriters, may be continued.
6.	Repairs to Typewriters, exceeding Rs. 50/-.	At present, the estimates exceeding Rs.15/- for repairs

to .....

to typewriters, are sent to the Superintendent, Govt. Printing & Stationery, Bombay, for approval, but against this, the Heads of Departments, should be allowed to incur an expenditure upto ~~Rs~~ Rs.50/- without approaching the. Stationery Department, in view of increase in cost of parts of machinery, as well as rates of labour.

7. Purchase of Books. Books and Publications are purchased according to the provision made in the Budget estimates. The Heads of Departments are authorised to purchase upto the provision made in the budget. Needs no modification.

8. Purchase of Furniture. Government have now given standard scales for the office furniture to be provided for each office and the estimates are also framed on these basis. As there is standard scale, the powers of sanctioning the estimates may be delegated to the Superintending Engineers in Public Works Department.

9. Car Advance. As per ~~x~~ item No.5.

10. Advance for purchase of a Cycle to a temporary Government Servant. This can be sanctioned by the Superintending Engineer after obtaining fund availability certificate from the Accountant General, Bombay. (Sanction to be given to those persons who are likely to continue in service till repayment of the advance.

Id/-
Id/- Public Health Engineer to Government.

No. G-39/6641 of 195
Public Works Department,
Bombay: 23rd June 1950.

To

The Secretary to Government,
Public Works Department,
Bombay.

Subject:- Decentralization of Administration:
Submission of proposals in respect of -

Reference:- Government, Pulbic Works Department Note, Encroesment No. 2149/48-A(I), dated the 8th May 1950.

2. I generally agree with the Revenue Department Note, dated the 15th March 1950, and recommend that heads of Depart--ments may be delegated with full powers for sanctioning the supply or purchase of all the items referred to in the Revenue Department Note except item Nos (9) and (10) i.e. car advance and advance for purchase of a bicycle to a temporary Government servant. The power regarding the sanc--tioning of these last two items may remain with the Govern--ment as at present. No change is also considered necessary in the present arrangement regarding repairs to type-writers i.e. item No.6. As regards item No. 7 (purchase of Books) heads of Departments have the power to sanction the purchase of books subject to provision in the budget grant. No change is therefore, considered necessary in the present arrangement in regard to the powers regarding purchase of books.

3. In addition to the ten cases illustrated in para1 of the Revenue Department note dated 15 March 1950, there are other cases also for which references of a trival nature are required to be made to Government for obtaining sanction when the articles are required for the first time, e.g.

1) Weights and Scales.
2) Safes.
3) Cash Boxes.
4) Steel cabinets.
5) Clocks and time-pieces.
6) Despatch Boxes.

Though no serious inconvenience is caused to the Consuming Officers under the present arrangement, I recommend that the heads of Departments may be delegated with full

powers. .....

powers regarding sanction to the purchase of these articles even when required for the first time subject to the availa-bility of sufficient funds.

Id/-

Superintending Engineer,

Bombay Circle.

DJT./-

No.G/99/6250 of 1950.
Office of the Superintending Engineer,
Gujarat Irrigation Circle,
Baroda, 1st Sept. 1950.

To,
The Chief Engineer,
Public Works Department,
Bombay No. 1.

Sub:- Proposals re: decentralization of Administration-

Ref:--Govtt. (P.W.D.) endorsement No. 2149/48-A(I) dt. 8-5-50 below Revenue Department's Note dated 15-3-50.

Suggestions regarding delegating powers to heads of offices etc. in view of decentralization of Administra--tion as called for are as under:-

Item in the note -1 to 5:

S.E. is already authorized to sanction the same (vide S.No. 44 App. 3 rule 7 of Manual of Finance Powers No. VII).

Item No. 6 - Repairs to Typewriters:

As per manual of Contingent Expenditure - Rule 56(d)(1); petty repairs upto a limit of Rs. 15/- per year per machine can be done if the repairs are to be effected locally without previous approval of Superintendent, Govern--ment Printing and Stationery. In case of repairs costing more, and local repairs being economical, an estimate is to be got approved and countersigned by the Superintendent, Govt. Pringing & Stationery.

Due to general increase in the rates of labour and parts of the machinles the limit of Rs. 15/- may be raised to Rs. 50/- per machine par year.

Item No. 7 - Purchase of books.:

The Heads of Departments are vested with full powers provided the cost is met with from the budget provision etc. vide Financial Publication Vol. VII item 45 whereas the Executive Engineer's are empowered to purchase books upto a limit of Rs. 50/- during an year. This limit seems quite insufficient to meet with the important reference books on the present method

in .....

in Engineering etc, for a Divisional office due to prices having risen thrice the prewar rates. It is therefore requested to delegate powers to Exetutive Engineers to purchase books to a limit to Rs. 150/- per year.

Item No. 8, 9, & 10:- Purchase of furniture, car advance, advance for purchase of a cycle to a temporary Govtt. servant.

If the powers are delegated to Superintending Engineers to deal with cases of advances, prompt disposal will be possible by reduction in correspon-dence & delay in sanction.

Other similar items such as (1) Purchase of clocks & time pieces. :-

At present Heads of Departments are empowered to purchase them on condition that the amount should not exceed Rs. 20/- It is recommended that Superintending Engineers be delegated with powers to purchase clocks & time pieces irrespective of cost through the Executive Engineer, Presidency Division, Bombay who is the Central Purchasing Authority for Scientific instruments.

(ii) Umbrellas :-

Executive Engineer can purchase Umbrellas locally, with the sanction of the Heads of Departments in order to economise in cost of Railway freight and loss arisen out of breakage in transit or in transport.

Sd/-

Superintending Engineer,

Gujarat Irrigation Circle, Baroda.

DJT./-

No. 7311 of 1950.
Office of the Superintending Engineer,
South Gujarat Circle, P.W.D., Baroda,
Dated, the , 19 Oct, 1950.

To

The Secretary to Government,
Public Works Department,
Bombay.

Subject:-Decentralization of Administration.

Reference:-Govtt. P.W.D.endorsement No. 2149/48-A(I) dated 8the May 1950 and reminder letter even No. dated 20th September 1950.

2. The question of decentralization of powers is a comprehensive one, requiring a close study of the "Manual of Financial Powers" - F.P.No. VII - to find out what powers are inadequate and what powers are required to be vested in certain officers where no such powers exist at present. However, confining this report to the grant of powers in relation to the abolition of Commissioner's posts, in so far as public works are concerned, it appears that the powers exercised by the Commissioners as laid down in Appendix XXVII of the Bombay P.W.D. Manual Volume II should now vest in the Superintending Eingineers. Coming now to the P.W.D. suggestions to delegate more powers to the Executive Engineers were considered and orders in this respect issued under G.R.,P.W.D.No. 5745/36 dated 18th June 1947, effective upto 31st May 1950. These powers whose exercies is now extended upto 31st March 1953 as per G,R.,P.W.D. No. 676/48 dated 9th June 1950 should now be made a permanent feature as a first step towards decen-tralization.

3. Except the last two items, the rest as shown in the Revenue Department's note dated 15th March 1950 are classifiable under "Contingencies". In view of the present financial stringency when strict economy is to be applied to this item of expenditure, it is for consideration whether delegation of powers to non-exercising officers, would appear justifiable, in consonance with the proposed cut of 12½ per cent as per Government Circular, F.D., No. 7983/33-II dated 27th March 1950 and G.C.M., P.W.D.

No. .....

No.P.50 dated 3rd May 1950. The merger of states has one outstanding ~~g~~ feature in this matter, in as much as many type-writers and furniture were available as for instance at Baroda, and distribution over sanctioned numbers called for close scrutiny. It is no doubt true that many new offices have also as a result been opened and to equip them, time might have been taken in getting requisite sanctions to new articles. Articles of furniture and such other office equipment for a newly created office should, according to the present rules, in each case receive Government sanction. This might have caused some incon-venience and to avoid the same, and to reduce work, it appears proposal has come forth to delegate the power of sanction to such supply to officers. In so far as the P.W.D. is concerned, the powers in this respect exercised by Government at present, may vest in the Superintending Engineers if approved, and vis a vis all those officers enumerated as Heads of Departments in Appendix II of the B.C.S.R. Manual - Vol.II. In cases of non-contract grants as in most of the P.W.D. Divisions, the distbursing officer has the power to purchase articles of Furniture withing the budget provision, when the valum of each article does not exceed Rs. 50/- vide para 72(b) of the "Manual of Contingent expenditure" - F.P.No.IX. It is suggested, as a measure of decentralization, that this power which is confined to furniture only, should be relaxed so as to make it applicable to each and every article not exceeding Rs. 100/- required for equipment of an office. If this is approved the object of the reference under discussion can be called to have been achieved, to a greater extent.

Id/-
Through the Chief Engineer, P.W.D.,Bombay. W cs

Superintending Engineer,S.G.C.

Copy f.w. cs to the Executive Engineer, Navsari & Dangs Divn/Surat Divn/Broach Divn/ Baroda Division/Panchmahals Divn. with reference to the office No. 4913 of 10-7-50 and their replies.

DJT./-

No. G.86-A/9497 of 1950.
P.W.D. Offices, Churchgate Street,
Fort, Bombay(1) 30th October 1950

To

The Secretary to Government,
Public Works Department, Bombay.

Re: Proposals in respect of decentralization of administration.

Reference: Government, Public Works Department, endorse-ment No. 2149/48-A(I), dated the 8th May 1950.

2. I have to offer the following remarks on the 10 item contained in the Revenue Department note dated the 15th March 1950:-

Items 1 to 5: These are general itmes affecting all the Department of Government and there appears to be no objection if the Collectors of the Districts are delegated with powers in these respects. Uniformity of orders will have to be ensured in all the Circles in the Public Works Department.

Items 6,9 and 10: The Heads of Departments concerned may be delegated thesepowers to ensure promptness and avoid unnecessary correspondence.

Item 7: The cost of books is debitable to "Establi-shment Contingencies" and the purchase of this item is at present limited to Rs. 50/- only during the course of a financial year. This limit may be exceeded with the special sanction of the Head of the Department concerned, if found necessary.

Item 8: Articles of furniture for a newly created office should only be purchased with the prior sanction of Government as at present. Additional articles of furniture costing more than Rs. 100/- may be allowed to be purchased with the prior sanction of the Head of Department concerned, subject to the condition that the necessary funds for their purchase are available in the sanctioned grant.

Sd/-
Electrical Engineer to Govt.

DJT.

Letter.
No. 9868 of 1950.

Deccan Irrigation Circle,
Poona 1, 6 November
1950.

To

The Secretary to the Government of Bombay,
Public Works Department, Bombay 1.

Subject:- Decentralazation of powers.

Reference: Government endorsement No. 2149/49(I), dated 8th May 1950.

2. Items 1 to 3 and 5 of the note dated 15.3.50 from the Revenue Department. The items are obtained through the Stationary Department and although the cost involved in each item is small, it takes unusually long time to get them through the procedure and the proposed decentralization will add to the efficiency. The powers may be vested in local Executive Engineers. This will save time labour and money also.

3. Items 4) Present practice to continue as Typewriter
6) is costly affair.

Items 7 and 8: When a certain allotment is sanctioned for the purchase of these articles, no further correspondence with Government is necessarily to be done and the powers vest with the Executive Engineers on approval of estimates by Superintending Engineers. This state should continue and is not proposed for decentralisation.

4. Items 9 and 10. As funds required for this advances are not with the local officers, lot of correspondence is going on from offices to the Accountant General and to Government. In order to put a stop to this it is suggested that a small amount every year be placed at the disposal of the Administrative Head for giving such advances to Government employees. This will add to efficiency.

Id/-

Superintending Engineer, D.I.C.

DJT./-

No. 12117 of 1950.

Public Works Department,
Ahmedabad, 7th Nov., 50.

To

The Secretary to Government,
Public Works Department,
B O M B A Y .... 1.

Subject:- DECENTRALIZATION OF ADMINISTRATION.

Reference:- Government Public Works Department Endorsement No. 2149/48-A(I), dated the 8th May 1950 and subsequent reminder of even number dated 20th Sept. 50.

2. I have to submit the following proposals, on the subject matter, for consideration by Government:-

(a) FURNITURE FOR NEW OFFICES AND TRAVELLERS BUNGALOWS :-

According to rule 72(a) of the Manual of Contingent Expenditure (F.P.IX) articles of furniture for a newly created office and new sets of furniture for travellers bungalows should in each case receive Government sanction. As far as this Department is concerned Government has already prescribed standard scales of furniture for bungalows and various offices viz., Superintending Engineers's office, Executive Engineer's office and Sub-Divisional officer's office. It is therefore proposed that the Superintending Engineers be empowered to sanction purch--ases of furniture to the extent of the prescribed scales, without reference to Government, subject to availibility of funds.

(b) IRON SAFES, TREASURIES AND CASH BOXES:

Similar to (a) above is the case with these articles and they are included in the prescribed scale of furniture for each of the offices under the Public Works Department and similar proposal is made for powers to Superintending Engineers for the purchases. This has reference to rules 72(c) (d) and 75 of the Manual of Contingent Expenditure (F.P.IX).

(c) TYPE WRITERS AND DUPLICATORS.

These are the articles necessary to be provided in each office and it is proposed to empower the Superinten--ding Engineers of Circles to sanction the purchase of them for the offices under their control upto

a .....

a particular scale ~~m~~ for each office that may be prescribed by Government. The following scales are proposed to be prescribed:-

	Type-writer.	Duplicators.
(1) Superintending Engineer's Office.	3 Nos. 1 No. Portable for touring.	1 No. -
(2) Divisional Office.	3.Nos.	1 No.
(3) Sub-Divisional Office.	1 No.	-

This has reference to rule No. 56 of the Manual of Contingent Expenditure (F.P.IX).

(d) BICYCLES AND CLOCKS:

Same as (c) above. This has reference to rule No. 75 of the Manual of Contingent Expenditure (F.P.IX). The following scale is proposed to be prescribed for the purpose:-

	Bicycles.	Clocks.	Time pieces.
Superintending Engineer's Office.	2	2 (1 for P. B.) (1 for C.B.)	2(1 for S.E's table & 1 for T.A.
Divisional Office.	1	3 (1 for A.B.) (1 for P.B.) (1 for C.B.)	1 No. for Ex.Engr's table.
Sub-Divisional Office.	1	1	1 for S.D.O's Table.

(e) TELEPHONE CONNECTION:-

This has reference to rule No. 45 of the Manual of Contingent Expenditure (F.P.IX). It is proposed that the Head of Department be empowered to sanction new telephone connections in the offices under his control.

(f) STATIONERY AND RUBBER STAMPS.

It is proposed to authorise the Head of Department to sanction local purchase, of these articles when they are out of stock with the Superintendent Printing and Stationary, Bombay, and when the necessity is urgent. This has reference to rule No. 55 of the Manual of Contingent Expenditure (F.P.IX).

(g) .....

(g) PRINTING OF NEW FORM :-

According to rule No. 61 of the Manual of Contingent Expenditure the printing of a new form prescribed by any Department at Government Press required special sanction. The Superintendent, Government Printing and Stationery, Bombay, should be permitted the printing on demand from the Head of Department.

(h) PRINTING AND BINDING :-

Same as (g) above. This has reference to Rule No. 59 of the Manual of Contingent Expenditure (F.P.IX.)

(i) CLOTHING TO TEMPORARY PEONS:

Special sanction is required for the purpose under rule No. 90 of Manual of Contigent Expenditure (F.P.IX). It is proposed to empower the Head of Department to sanction the supply observing the provision in the said rule (i.e. prospect of continuance of the employment for 2 years).

(j) SCALES (POSTAL AND PARCEL):-

This is the usual requirement of each office and the Superintendent, Printing and Staticnery, Bombay, should be permitted the supply on recommendation from the Head of Department. This has reference to rule No. 73 of Manual of Contigent Expenditure (F.P.IX).

Sd/-

Superintending Engineer,
North Gujarat Circle.

DJT./-

Statement showing increased additional powers proposed to be delegated to the officers of the Public Works Deptt.

S.No.	Name of power	Authority	By whom exercised at present and to what extent	Officers to whom the powers are proposed to be delegated and the extent	Remarks
1	2	3	4	5	6
1.	Power of Technical Sanction Special Repairs	G.R.P.W.D.No. 5745/36,dated 18-6-1947	Executive Engineer Rs.20,000/-	Executive Engineer Rs.50,000/- i.e. the limit upto which he is empowered to accord technical sanction in the case of original works (roads and buildings)	
2.	Leasing of portions of lands in the compound of Government buildings etc.	P.W.D.Manual para 229 and S.No.16 of appendix XXVII	Executive Engineer Rs.5/- in each case	Executive Engineer Power to lease out lands and assess rent upto Rs.50/-	
3.	Renting of building for ordinary office accommodation(P.W.D. Manual para 392(b) G.R.P.W.D.No.5745/36 of 18-6-1947.	G.R.P.W.D.No. 5745/36 of 18-6-1947	Superintending Engineer Rs.250/- Executive Engineer Rs. Nil	Superintending Engineers may authorise Executive Engineers and Sub-Divisional Officers to sanction rents for Divisional and Sub-Divisional offices upto a maximum of Rs.100/- & Rs.50/- respectively.	
4.	Sanctioning rent for store houses	Para 473 of P.W.D.Manual	Executive Engineer upto Rs. 10/-	Executive Engineer upto Rs. 50/-	The limit of Rs.10/- already laid down is too small to expect a suitable store house

					within that limit in these days.
5.	Sanctioning of rent statements for residential and non-residential buildings (P.W.D. Manual para 486)	Para 486 of P.W.D.Manual	Superintending Engineer Full powers Executive Engineer Nil	Executive Engineer Full powers	Since the rent statements are checked in the Accountant General's Office before sanction.
6.	Power to accept tenders.	G.R.P.W.D. No.5745/36 IV of 8-3-1948	Assistant Engineer(I) Assistant Engineer B.S.E.(Old) Deputy Engineers — Rs. 10,000	This power may be increased to Rs.20,000/- (minor works) as rates have increased very much	
7.	Miscellaneous Advance Power to sanction Motor Car and Motor Cycle advances. Finance Rules 296 & 297.	Financial Rules 296 and 297	Government	Full powers to be delegated to Superintending Engineer for Motor and push bicycles subject to the condition that Accountant General certifies that requisite funds are available	
8.	Power to make payment on running accounts bills		Sub-Divisional Officer... Rs.1,000/-	This may be increased to Rs. 5,000/- in view of high cost of materials and labour in these days.	
9.	Journey outside jurisdiction		Executive Engineer Nil	The Executive Engineer may be empowered to permit Sub-Divisional officers to perform journey outside their jurisdiction subject to the condition that T.A. can be met from the budget allotment.	

10. Advance of T.A. & pay to subordinates on transfer.

The Sub-Divisional Officer may be ~~xxxx~~ empowered.

o/c approved by SE

for Superintending Engineer,
Karnatak Irrigation Circle.

RNG.

Letter

No.G.R.-77. Office of the Superintending Engineer,
Karnatak Irrigation Circle,
Dharwar, 7th January 1951.

To

The Secretary to Government,
Public Works Department,
Bombay.

Subject:- Decentralization of Administration.

Reference: Government Letter No.2149/48-A(I), dated 8th November 1950.

2. Proposals in respect of decentralization of administration in respect of the items enumerated in the Revenue Department's endorsement No.O/18430-E, dated 22-3-1950 are submitted herewith as called for under Government Endorsement P.W.D.No.2149/48-A(I),dated 8-5-1950.

i. Supply of uniforms to peons:

Supply of uniforms to peons is made by the Superintendent, Government Printing and Stationery, Bombay, to the sanctioned No. of posts according to a prescribed scale. No approach to Government is necessary in such cases.

2. Supply of navar to peons:

This is not applicable so far as this Circle is concerned.

3. Supply of badges to peons:

The present practice of purchasing the badges under a rate contract with the Director of Industries and Stores Purchasing Officer is considered quite economical, in view of the high local rates and hence no change seems necessary.

4 & 6 Supply of & repairs to typewriters:

The present practice of obtaining typewriters from the Superintendent, Government Printing & Stationery, Bombay after Government sanction is too complicative and entails delay. To obviate this delay Government may delegate powers of sanction to the Heads of Departments according to a prescribed scale so that the Heads of offices may obtain them without loss of time after justifying their supply in the first instance. Similarly the Heads of offices and Departments may be entrusted with the power of getting repairs to the extent of Rs. 25/- and Rs.50/- respectively to the type-writers done without referring the matter to the Superintendent, Government Printing and Stationery and thus avoid the delay that is at present caused.

5. Supply of Pagris to peons:

As this is limited to the head peon only viz....

viz.,Havildar or Naik, the present practice of obtaining from the Superintendent, Government Printing and Stationery may be continued, as this would be more economical than purchasigg the requisite material individually.

7. Purchase of books.

The powers enumerated against S.No.45 of the Manual of Financial powers are considered adequate.

8. Purchase of furniture:

No change is considered necessary and hence the present practice of entrusting the work to approved contractor on acceptance of the lowest tender may continue.

9 & 10. Advance for purchase of a motor or push bicycle to a temporary Government servant.

As these advances are dependant upon the extent of budget provision, to be ascertained from the Accountant General, Bombay, the Heads of Departments may be empowered to sanction such advances.

3. Delegation of increased powers to the P.W.D. Officers as a temporary measure upto 31-3-1953 as contained in G.R.P.W.D.No.676/48, dated 9-6-1950 may be ordered to be granted on a permanent basis. In order to avoid unnecessary frequent references to higher authorities, it is recommended that additional powers to the extent shown in the accompanying statement may be delegated to the officers of the Public Works Department.

D.A.- 1 statement.

o/c approved by SE

for Superintending Engineer,
Karnatak Irrigation Circle.

Through:

The Chief Engineer to Government,
Public Works Department, Bombay,
with compliments.

P.W.D.

Await.

19/1/51

19/1/51

S.A.S.

A110 P. W. D. File No. 2149/48 Serial No. 2850

9-1-51

11	Powers to purchase urgent stationery articles locally.	Manual of contingent exp. Rule 55.	Superintendent, Stationery Department.	On obtaining sanction of Government.	i) Su Engi ii) E Engi
12	Power to get printing work done locally.	-do- Rule 59.	Superintendent, Govt. Printing & Stationery, Bombay.	Full powers.	Exec Engi
	~~Powers to accor~~ administrative approval.				
13	a. Roads and Buildings. Officers of the Public Works Dept. (1) State Civil works in connection with residential buildings other than Irrigation Buildings and c. (2) Government houses.	Manual of Financial powers S.No. 22-Rule 171 page 32, and G.R.P.W.D. No. 5745/36, dated 18-6-47.	Supdg. Engineer.	5,000/-	Supd Engin
	2 state civil work other than those in connection with residential buildings, Govt. houses. and c.	-do- s.no.22 Rule 171, page 33 & G.R., P.W.D., No. 5745/36, da ted 18-6-47.	Supdg. Engineer.	25,000/-	Supd Engi
			Executive Engineer.	10,000/-	Exec Engi
	3 state civil works other than those in connection with residential buildings, Govt. houses, & Ecclesiastical buildings, which follow~~ed~~s without material deviation of the type plans approved by Government.	-do- S.No.22 Rule 171 - page 33-	Chief Engineer.	25,000/-	Chie gine
			Supdg. Engineer.	25,000/-	Supe Engi
14	power to permit the remittance of salaries and allowances by money order of govt.expense	Manual of Financial powers s.no. 57 page. 92.	Heads of Departments.	Provided the cost of remittances by M.O. is less than T.A. which would otherwise be incurred.	(1) De
15	Monthly limit of contingent charges.	Manual of contingent expenditure rule 28 p. 12	Ex.Engr. to su~~mon.con. bill thro.sup. Engr.~~ submit monthly contingent bill thro. S.E.	When th limit of E 750 p.m. is ~~exed.~~ the limit is raised 1000 p.m. tempry.	

pdg. neers. x. neer.	Rs. 500/- per annum Rs. 250/- per annum	Item No. 11: At present, the supply of stationery articles such as papers, carbon, ~~xxxxxx~~ rubber etc. is very limited and in emergent cases, it cannot be purchased locally without a certificate from the Stationery Department. This entails much unnecessary correspondence and in the meanwhile work suffers. So, whenever any stationery articles are out of stock and urgently required, the Supdg. and Executive Engineers can purchase them from their contingent grants to the limit shown in column 7.
tive eers.	In emergent case upto Rs. 500 per year with the sanction ~~of~~ for Supdg. Engr. (instated of Government)	Item No. 12: Much inconvenience is felt on account of non-receipt of a number of forms from the Press, inspite of much correspondence. Energy is also wasted in preparing the manuscript forms. To tide over the difficulty of ~~expediting necessary~~ conducting correspondence and energy Ex.Engrs., may be empowered to get the printing work done locally within their contingent grants subject to the approval of Supdg. Engrs. later on.
g. ger.	10,000/-	Item No. 13:- In view of the increase in the cost of materials and labour, it is desirable to increase the limitations so as to lessen the correspondence, work.
s.	50,000/-	
utive neer.	25,000/-	
f Engrs er.	50,000/-	
g. eer.	50,000/-	
Heads of partments. ii) Heads Offices.	Provided the cost of remittance by M.O. is less than T.A. which would otherwise be	Item No. 14 - Such occasions mostly arise in the offices of the Ex. Engr.s to have a good numbers of persons working under them and hence it is necessary to delegate these.
Ex. Engr. to su.men. Rs. con bill th. supdg. Engr.	When the limit of Rs. 1500 is exceeded.	Item no.15 In view of the general increase in the cost of materials and the expd. on serv/ postage et the inc. in the limit of Rs. 750 ~~sent consd.~~ seems. is considered

Sd/-
Superintending Engineer, S.C.

DST./-

Southern Cir

Statement showing decentralization of administrati
Southern Circ

Sr. No.	Brief description of the powers etc.	Reference to Book No., page, item No.&c.	By whom exercised at present: Name of Officer.	By whom exercised at present: Limitations.
1	2	3	4	5
1	Supply of uniform to peons.	Manual of Contingent Exp.Para 90	Government	Temporary peons t the prospect of continuance of t -ir temporary em -oyment for two years.
2	Supply of navar to peons.	-do- 86	Superintendent, Govt. & Printing & Stationery, Bombay. on indent.	Full powers.
3	Supply of badges to peons.	-do- 86	"	"
4	Supply of type-writers to Govern-ment offices.	-do- para 56 (a) (b)&(c	"	"
5	Supply of pagrees to peons.	-do- 90	"	"
6	Repairs to type-writers exceeding Rs.50/-	-do-56 (d)	Officers in mofussil.	Rs.15/- per annum per machine.
7	Purchase of Books.	Manual of Financial powers-Item No. 45.	Executive Engineers.	Rs. 50 per year.
8	Purchase of furniture.	Manual of ~~Contingent~~ ~~expenditure~~ ~~Appendix~~ Contin-gent Exp. p. 72(b)	Executive Engineers.	Rs. 50/- per year article.
9	Car advance and Motor-cycle advance	-do- financial powers S.No. 36(1).	Administrative Departments of the Secretariat.	Full powers.
10	Advance for pur chase of a cycle to a temporary Govt. servant.	-do- -do- (2.A).	-do- and Chief Engr. (in Sind).	

on, powers, etc. proposed by the Superintending Engineer, le, Belgaum.

Proposed to be exercised.		
Name of Officer	Limitations.	Remarks
6	7	8
Heads of Depart--ments.	Temporary peons with the prospect of continuance of their temporary employment for two years.	Items 1,4,and 5:- The power to sanction these items may be delegated to heads of Department instead of to Government as at present.
	Full powers.	Items 2 and 3:- It is presumed that the power to indent these articles already vests with the Heads of Departments. No change is, therefore, proposed.
Executive Engineers	Rs. 30/- per annum per machine.	Item No. 6:- In view of the increased cost of materials and the general increase in the labour charges, the limit of Rs. 15/- to Ex. Engineers and Superintending Engrs may be raised to Rs. 30 and Rs. 100/- per machine per annum respectively.
Supdg. Engineers	Rs. 100/- per annum per machine.	
Executive Engineers	Rs. 100/- per year	Item No. 7: The limit of Rs. 50/- may please be raised to Rs. 100/- per annum to enable the Ex.Engineers to purchase books of technical importance etc. without reference to Superintending Engineers.
	Rs- 100/- per Pur each article.	Item No.8: In view of the increased cost of materials, the limit may please be raised to Rs. 100 as otherwise the Ex. Engineers will have to refer the matter to the Supdg. Engr., which will un-necessarily increase the correspondence.
Superintending Engineer.	10,000 and 3,000/- respectively.	Item No.9: This power may be delegated to the Supdg. Engineers subject to the condition that the Accountant General, Bombay, certifies that funds are available in order to decrease the correspondence between the S.Es. and Govt.
	500	Item No. 10: -do- -do-

VERY URGENT.
L E T T E R.

No.E. 26 /21171
Electric Grid Offices,
Mercantile Bank Building,
3rd floor, Fort,
Bombay, 24th July, 1951.

To

The Secretary to Government,
Public Works Department,
Bombay.

Subject:- Decentralisation of administration.

Reference:- Govt. P.W.D. endorsement No. 2149/48-A(I) of 8th May 1950 and subsequent reminders ending with No. 2149/48-A of 19th July 1951.

2. I am not aware if the officers of the Revenu. Department are required to obtain specific Government sanction in respect of the following items :-
(a) Supply of uniforms to peons, (b) Supply of badges to peons, (c) Supply of pagrees to peons, (d)repairs to type--writers exceeding Rs. 50/- (e) Purchase of books.

Supply of the first three items is arranged free of cost by the Public Works Department orricers on placing indents on the Superintendent, Government Pringing and Stationery. Only in respect of supply to Inferior servants, whose sanction is for less than 2 years' duration, Government sanction is required. I do not consider there is any working difficulty in observing the present procedure.

Regarding repairs to typewriters - The present orders of Government allow repairs to typewriters being carried out locally if the cost does not exceed Rs. 25/- per machine. For cost over this, estimates quoted by the local firms are sent to the Superintendent, of Government Pringing and Stationery and on his approval, repairs are also carried out locally. In this case also x no difficulty is experienced by the officers of the Public Works Department.

In respect of purchase of Books - All Heads of Departments are empowered to purchase books and publications provided the cost is met from the budget provision xfor "Establishment Contingencies". They are not required to obtain specific sanction of Government.

3. .....

3. Some relaxation of rules appear necessary in respect of the following items :-

(1) Supply of typewriters to Government offices.

Supply of new typewriters for the first time requires Government sanction. It is felt that when once Government orders are received creating a Divisional or sub-divisional office, determining the number of typists or steno-typists to be employed in the office, no fresh sanction for supply of type-writers should be needed. On the strength of the Government sanction, the Superintendent of Government Printing & Stationery may be empowered to supply the corresponding number of typewriters. No other changes in the existing procedure are contemplated.

(2) Purchase of furniture - Similarly on the strength of Government sanction creating an office, power to purchase furniture based upon the standard scale already fixed by Government, may be delegated to the Heads of offices.

(4) Regarding items (9) and (10) of the Revenue Department's note of 15th March 1950, my remarks are as under :-

(9) Car allowance.

Fro obvious reasons, I consider the power to sanction motor car advances and motor cycle advances should vest only with the administrative departments of the Secretariat as these depend upon the availa-bility of funds and the public duties the incumbent is expected to perform. Sanction of advances in this respect should not become as a matter of course.

(10) Advances for purchase of cycle to a temporary Government servant - The powers of sanction now vest with the administrative departments of the Secretariat. These can be delegated to the Heads of Departments.

(5) Besides the above, I consider that powers in respect of the following may be delegated to the Heads of Departments:-

(1) .....

(1) Hire of Typewriters in emergent case.

For a period of one year, after ascertaining the hire charges from different companies.

(2) Supply of wall clocks - One for each section or office after sanction is accorded to the creation of office. Extra supply may require Government sanction.

(3) Supply uniforms to Motor drivers & Cleaners -

As in the case of peons, supply to one driver and one cleaner may be made free of cost from the Superintendent of Government Stationery per each motor truck of jeep - the cost of which has been met from general revenues.

The delay in disposing of the reference is regretted.

Sd/-

Chief Engineer.

DJT./-

1	2	3	4	5	6	7
9	Car Advance	Administrative Heads of Departments Departmentx.	Heads of Departments	-do-	Administrative Heads to be provided with small amount.	
10	Cycle advance to temporary persons.	Heads of Departments.	-do-	-do-	-do-	-do-
	OTHER ITEMS					
11	Hire of typewriters in emergent cases	Heads of Departments.				
12	Wall clocks and time-pieces.	-do-			Heads of Departments.	
13	Uniforms to Motor drivers and cleaners	One set for each motor truck or jeep by Superintendent, Government Printing and Stationery from General Revenues.				
14	Stationery Articles. Local purchase of.		Superintending Engineers upto Rs. 500 per annum. Executive Engineers upto Rs. 250/- per annum.			
15	Safes, Cash-boxes and deposit box-es.				Heads of Departments.	
16	Bicycle for office				-do-	
17	Weights and scales.					
18	Steel Cabinets.					
19	Telephones.					
20	Local purchase of Umbrellas.					

DJT./-

Serial No.	Name of Article	Chief Engineer Electric Grid.	Superintending Engineer Southern Circle.	Superintending Engineer Karnatak Irrigation Circle.	Superintending Engineer,Central Circle.	Superintending Engineer, Deccan Irrigation Circle.
1	2	3	4	5	6	7
1	Uniforms to peons.	No change	Heads of Department	No change	Heads of Departments.	Local Executive Engineers.
2.	Navar to Peons		No change		-do-	-do-
3	Badges to Peons	No change	Heads of Departments	No change.	-do-	-do-
4	Pagrees to Peons	-do-	-do-	-do-	-do-	-do-
5	Supply of Typewriters	Superintendent Government Printing and Stationery on strength of sanctioned posts of typists, etc.	-do-	Heads of Departments according to prescribed scale.	-dO-	No change
6	Repairs of Typewriters	No change	Executive Engineers upto Rs. 30. Superintending Engineers upto Rs. 100/-	Executive Engineers upto Rs. 25 Superintending Engineers upto Rs. 50/-	-do-	-do-
7	Purchase of books.	No change	Executive Engineer upto Rs. 100.	No change.	-do-	-do-
8	Purchase of furniture.	Heads of offices based on standard scale fixed by Government.	Executive Engineer upto Rs. 100/-	No change.	-do-	-do-
9	Car Advance.	Administrative Department.				

Superintending Engineer, Bombay Circle.	Superintending Engineer South Gujarat Circle.	Superintending Engineer North Gujarat Circle.	Superintending Engineer Gujarat Irrigation Circle.	Public Health Engineer to Government.	Electrical Engineer to Government.
8	9	10	11	12	13
Heads of Departments	Heads of Departments.	No change.	No change.	Administrative Department according to rules and not the Political and Services Department.	Collector of District.
-do-	-do-	-do-	-do-	-do-	-do-
-do-	-do-	-do-	-do-	-do-	-do-
-do-	-do-	-do-	-do-	-do-	-do-
-do-	-do-	Heads of Departments upto a scale fixed by Government.	-do-	No change.	-do-
No change.	-do-		Limit to be raised to Rs. 50/-	Heads of Departments.	Heads of Departments.
-do-	-do-		Executive Engineer. upto Rs. 150/-	No change.	Heads of Departments.
Heads of Departments.	Limit be raised to each article not exceeding Rs. 100/-	Heads of Departments according to scales.	Heads of Departments,	Heads of Departments according to standard scale.	Heads of Departments.

8	9	10	11	12	13
Government	Government.		-do-	Administrative Depart ment according rules.	Heads of Departments.
-do-	-do-		-do-		
Heads of Depart ment		Heads of Departments upto scale fixed by Government.	Heads of Departments through Executive Engi neer Presidency Division.		
~~Heads of Depart ments.~~		Heads of Departments when out of stock with Superintendent Govern ment Printing and Stationery.			
Heads of Depart- ments.		Heads of Departments.			
		-do- upto scale fixed by Government. Heads of Department.			
		-do-			
		-do-			

DJT./-

2149/48/64167

P. W. D.&
A

These papers relate to the proposals regarding decentralisation of powers in respect of certain items. In this con. please see G.E., R.D., No. O/18430-E, dated the 22-3-1950 and the notes underlying it. It will be seen that the question originally arose on account of the abolition of the posts of Commrs. The R.D. accordingly requested the various Departments to consider the matter and take necy. action. Although this Deptt. was not directly affected in respect of the items mentioned in the R.D. note by the abolition of the posts of Commr., It was decided for the reasons mentioned in the O.N., dated the 5-5-50, to call for the proposals of the local officers in the matter.

2- The local officers have now submitted the necy. proposals which are tabulated for easy reference in the statement at pages 77-78 ante. The items in question are :-

(1) Supply of uniforms to peons
(2) " " navars " "
(3) " " badges " "
(4) " " pagrees " "
(5) " " typewriters to Govt. offices.
(6) Repairs to typewriters exceeding Rs.50/-
(7) Purchase of books
(8) Purchase of furniture.
(9) Car advance.
(10) Advance to purchase of cycles to temporary Govt, servants.

The proposals on the items are discussed below:-

Item (1) Supply of uniforms to peons

" (2) " " navars " "

" (3) " " badges " "

" (4) " " pagrees " "

The local officers, at present, have to obtain sanction of Govt. for making purchase of the above articles for the first time and thereafter by placing indents on the stationery Office. From the statement it will be seen that most of the local officers have stated that the power in respect of the purchase of the above articles should be delegated to the Heads of Deptts. This Deptt. may perhaps agree to the proposal of the local officers in respect

of .....

of the purchase of the above items, on the basis of the number of sanctioned posts of peons.

Item No.(5). - Supply of typewriter.

With regard to the purchase of typewriters it may be stated that for new purchase previous Govt. sanction is neces-sary vide Rule 56(a) of the Manual of Contingent Expenditure.

Please see in this connection the recommendations of the local officers. The C.E. Bombay Electric Grid, has recommended that the local officers may be authorised to indent on the Director G. P. & Sty. Bombay, on the strength of sanctioned posts of typists etc., which seems to be reasonable. In the circumstances this Deptt. may agree with the recommendation of the C.E., Bombay Electric Grid.

Item No.6: Reparis to typewriters.

At present for repairs to typewriters the officers in the Bombay City are to send their typewriter to the Govt. Ptg. and Sty. Bombay, and in the mofussil local officers can sanction petty repairs to typewriter etc. up to Rs. 15/- only vide Rule 56(d) (1) of the Contingent Manual.

In view of the high cost of spare parts of the machines the recommendation of the S.E.G.I.C. to raise the existing limit of repairs to typewriters, to Rs. 50/- in mofussil offices seems to be reasonable and may be accepted.

Item No. 7 : Purchase of books.

With regard to purchase of books etc, the Heads of Deptts. are empowered to purchase books, magazines etc. provided the cost is met from the budget provision under the primary unit "Contingencies" under their control - vide Sr. No. 45 Rule 12, app. 13 of the Manual of Financial powers.

The S.E.,S.C. and the S.E., S.G.C. have proposed that the powers may be extended to the Ex,Engrs. to purchase books up to the limit of Rs. 100/- per annum. Most of the local officers want that the power should be restricted to the Heads of Deptts only as at present, i.e. the S.Es. of Circles. In the circumstances perhaps it does not seem necy. to have any change in the existing sy-tem.

As the prices of books have gone high, the powers of E E to purchase books may be raised from Rs. 50 to Rs. 100. Ed/-

Item No. 8 : Purchase of fu ture.

The .....

The Std.scales of office furniture for sub-Divl., Divisional and Circle office have been now fixed by Govt. vide G.C.M.M. 5181/8/45708 of 31-7-1951. There appears no objection to delegate powers to the S.Es. to purchase furniture accordingly.

Id/-

The existing procedure is that previous Govt. sanction is necy. for purchase of furniture for a new office. Majority of the officers stated that the power to purchase furniture may be delegated to the Heads of Deptts. according to the standard fixed by Govt. Perhaps this suggestion seems reasonable, and may be agreed to.

Item No. 9: Car advance.

Item No. 10: Advance to purchase of cycles to tempo--rary Govt. servants.

At present previous Govt. sanction is necy. for advance in respect of Motor Cars. Most of the local officers have stated that the power in respect of these items should be delegated to the Heads of Deptts. This Deptt. may agree to the proposal of delegating the powers to the Heads of Deptts. provided it is ascretained beforhand from the A.G., Bombay, that the funds are available with that officer.

3. The local officers have also made certain proposals in respect of other items. (Items No. 11 to 20 of the Statt.)

Item No. 11. Hire of typewriters in emergent case.

The Chief Engineer, Bombay Electric Grid has recommended that Heads of Deptts. may be given the authority to hire typewriters in emergent case. There seems to be no objection to accpet this proposal.

Item No. 12. Wall clocks and time pieces.

The S.E.,C.C., the S.E.,B.C. the S.E., N.G.C., and the S.E., G.I.C. have recommended that the Heads of Deptts. may be authorised to purchase wall clocks and time pieces. The S.E., N.G.C. has however recommend that the scale may be fixed by Govt. Perhaps this Suggestion may be approved. If so, it is for consider--ation what scale should be fixed in respect of

Yes.

(1) .....

The scale may be as under. Yes.

	Wall	Cl. T.	P.
S.E's office	3		2
E.E's. office	2		2
SDO's office.	1-		1

(1) The S.E's Offices.

(2) The Ex.Engrs. Offices.

(3) The Sub-Divisional Offices.

Item No. 13: Uniforms to motor drivers and cleaners.

Id/-

The Chief Engineer, Bombay Electric Grid, has recommended that one set per motortruck or jeep may be supplied, by the Director, Govt. Ptg. and Sty., Bombay, from General Revenues. This may also be approved.

Item No. 14 : Local purchase of stationery articles.

The S.E., S.C., has recommended that the S.E.s' of Circules may be authorised to purchase locally, stationery upto Rs. 500/- per annum. And the Ex. Engr. up to Rs. 250/- per annum. The S.E., N.G.C. has recommended that the Heads of Deptts. may be authorised to purchase Stationery locally when they are out of stock with the Dir. Govt. Ptg. and Sty. Bombay. This may perhaps be approved.

Item No. 15. Safes. Cash Boxes and deppatch boxes.

The S.E., C.C., the S.E., B. C. and the S.E., N.G.C. have recommended that the powers in respect of these articles may be delegated to the Heads of Deptts. The suggestion seems reasonable and may be accepted.

Item No. 16 : Bicycle for office.

The S.E.,C.C. and the S.E., N.G.C. have recommended that the Heads of Deptts. may be given the necessary powers in respect of purchase of bicycle for the office. It does not however seem necy. to delegate this power to the local officers.

Item No. 17 : Weights and scales.

At present previous Govt. Sanction is necy. for the purchase of these articles for the first time vide rule 73 of the Man Contingent Expenditure. - The S.E., B.C., the S.E., N.G.C., have recommended that the power in respect of purchase of these articles

may ....

may be delegated to the Heads of Deptts. As it is necy. that every office should have one set of weights and scales there seems to be no objection to accept this proposal.

Item No. 18 :- Steel Cabinets.

The S.E.,B.C. alone has stated that the power regarding purchase of steel cabinets should be delegated to the Heads of Deptts. It does not however seem necy. to accept this proposal.

Item No. 19. Telephones.

The S.E., N.G.C. has recommended that the Heads of Deptts. may be empowered to sanction new telephone connections to the offices under his control. This need not be accepted.

Item No. 20 : Local purchase of umbrellas.

The S.E.,G.I.C. has recommended that the Ex. Engrs. may be authorised to purchase umbrellas locally with the Heads of Deptts. to economise the cost of railway freight and other losses. There seems to be no objection accept this proposal.

4. The S.E.,K.I.C. and the S.E.X, S.G.C. have recommended that the increased powers delegated to the officers of this Deptt. up to 31st March 1953 in G.R. 676/48 dated 9/6/50 may be granted on a permanent basis. This question may be considered only when the period for which they have been sanctioned is about to expire.

5. It is presumed that the necessary orders on these proposals will be issued by the F.D. as they are of general nature affecting all the Departments. These papers may be referred accordingly u.o. to the F.D. through the D.D./ P. & S.D., with such remarks as may be deemed necessary.

(Thro E. Br.)

D. S.

u.o.r. to the D.D./P. & S.D./F.D., dt. the 4th Sept. 1951.

DJT./-

Pl. see the P.W.D. note, dt. 31/8/51. Out of the so many powers which are proposed by the P.W.D. to be delegated to the officers subordinate to it, this branch is concerned with the following powers only which are discussed as under :-

Items Nos. 5 & 6 reg. supply of typewriters & repairs to typewriters :- Pl. see para 7 of the o.n. dt. 7/12/51 and A.S. (P)'s note, dt 7/12/50 recorded on file No. POW. 3651, placed below at slip X. It is very necy. that the powers to sanction supply of typewriters (and duplicators) the prices of which have gone very high in the recent past should remain centralized. The present is also not the proper time for relaxing the existing provision for expenditure on repairs to typewriters in mofussil. The Head of Office can incur expdtre. upto Rs. 15 per annum per typewriter and has to get a certificate of reasonableness of cost of repairs from the D.G.P.S. if the expdtr. exceeds that limit. This needs no modification at least in these times of financial stringency.

A agree. In another similar case also Secy. did not agree to any delegation of this Kind. Id/-

Item No. 11 reg. hire of typewriters :- As a matter of policy, hiring of typewriters is to be discouraged. The D.G.P.S. is maintaining a certain no. of typewriters for being loaned out to Govt. offices temporarily for short periods. As delegation of the power to hire typewriters will not be in consonance with the present policy of Govt. this Deptt. may not agree with the P.W.D. proposal.

Id/-

Items No. 12 reg. wall clocks & time pieces :- We might perhaps agree with the P.W.D. proposal if the F.D. has no objection.

Provided the expenditure can be met from the sanction grant at the disposal of the officer, this may be agreed to. They may, however, report such purchase to Govt. and the price paid. Id/-

Item No. 14 reg. local purchase of stationery articles Local purchase of sty. articles is to resorted to in exceptional case. Some of the P.W.D. officers are already authorized to make such purchases upto a limit of Rs. 100 in each case. In the present circumstances, this needs no modification.

Item No. 16 reg. purchase of bicycles:- We might perhaps agree with the P.W.D. proposal.

Id/-

I. No. 20 .....

Item No. 20 reg. purchase of umbrellas :- The P.W.D. proposal is not clear. The intention seems to be to allow the S.Es. to make local purchase of umbrellas in order to economise in the cost of Rly. freight and other losses. It may be stated that the prices of umbrellas have gone up recently and the savings likely to be effected by way of Rly. freight etc. will perhaps be more than offset by the concession in prices which is likely to be available by making bulk purchase. The P.W.D. proposal may not, therefore, be agreed to.

If the expenditure can be met from sanctioned grant, these seems no strong objection to this proposal. The office may, however, be asked to report the purchase made and the price paid.

Id/-

Item No. 8 - Purchase of furniture :- In this respect attention is invited to G.R., D.D. No. SPO. 1250, dt. 27/4/51 and item (28) therein. According to it, furniture, not available with the Govt. Deptts. such as Jails, Settlements, Prohibition & Training Centres and the Rehabilitation Deptt. etc., required in the district places outside Greater Bombay, cost of which does not exceed Rs. 2,000 per annum and is within the limit of budget provision, can be purchased without refce. to the C.S.P.O. The P.W.D. officers may stick to this procedure laid down.

Item No. 15 - Cash boxes and despatch boxes :- This Deptt. may not agree to allow direct purchase of these articles because the C.S.P.O. purchases these articles on rate contract basis which is economical.

Id/- Id/-

Id/-

Id/-

Secy. Id/-

u.o.r. to the P. & S. D. /F.D./ P.W.D. dt. 25th ~~xxxx~~ Oct. 1951.

DJT./-

Political and Services Department.
"E" Branch.

The point under consideration is whether the power of sanctioning clothing etc., to Peons and petty officers should be delegated to the Heads of Deptts. under the ~~Ex~~-P.W.D.

This question has been considered in the P.& S.D. The supply of clothing to Class IV Servants is governed by the rules contained in section XXIII of the Manual of Contingent Expenditure and Chapter VII of the Stationery and Printing Manual. Specific sanction of the Adm. Deptt. is required only for the first supply of clothing articles to peons and peons and petty officers, and when clothing is to be sanctioned as a special case.

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From the proposals received from various Sectt. Deptts. in this connection it is observed that many of them are not properly scrutinized according to the rules contained in Section XXIII of the Manual of Contingent Expenditure. The P. & S. D. may not therefore agree to the proposal of the P.W.D.

With these remarks these papers may be passed on to the F.D.

Id/-

The following comments are made on the P.W.D. proposals contained in its note dated 20/8/51:

(1) Delegation of powers in respect of supply of uniforms to peons, etc. Please see P. & S. D. O. N., dated 2-11-51 and the note below it. F.D. may concur in the P.& S.D. view.

(2) Items Nos. 5 & 6: F.D. may concur in the view taken by the D.D. at page 84 ante.

(3) Item No. 7: It is proposed that asthe prices of books have gone up, the power of the S.Es. to purchase books may be raised from Rs. 50 to Rs. 100. F. D. may not accept this proposal in view of the fact that due to financial stringency, it is not desirable to delegate any such powers to subordinate officers. All items of expdre. should come to Govt. so that a close scrutiny of items of expdre. can be made and the expdre. restricted accordingly within the sanctio[illegible]ants.

(4) Item No. 8: For the same reasons as stated in para (3) above, this may not be accepted in F.D.

(5) Items Nos. 9 & 10: These powers have been already delegated to the Heads of Deptts. and no further action seems necessary.

(6) Item No. 11: F.D. may agree with the D.D. view.

(7) Item No. 12: Wall-clocks and time pieces: It does not seem necessary to delegate any such powers in view of the reasons given against itmes 7 above.

(8) Item No. 13: F.D. may concur in P. & S.D. views.

(9) Item No. 14: Local purchase of stationery articles:

F. D. may agree with the D.D.

(10) Item No. 15: Safes, cash boxes and dispatch Boxes: This Deptt. may agree with the D.D. No. powers in this respect need be delegated.

(11) Item No. 16: Purchase of bicycles for office:

No mxr remarks.

(12) Item No. 17: Weights & Scales: For the reasons stated against item No. 7 this may not be accepted in F.D.

(13) .....

(13) Item No.18: Steel cabinets: No remarks.

(14) Item No. 19: Telephones: No remarks.

(15) Item No. 20: Purchase of umbrallas: Please see the remarks of the D.D. in this item. There does not seem to be any necessity for the proposed delegation in view ot the reasons mentioned against item No. 7 above.

There does not seem to be any necessity for any general orders. There are no such proposals from other Deptts. and in view of the present financial stringency it does not seem desirable to delegate any of the powers because each item of expdre. should come to Govt. for close scrutiny, etc.

Id/- Id/-

u.s. (B).

u.o.r. to the P.W.D. dt. 12-11-51.

DJT./-

Accompainment to Government Resolution, No. 3563/49, Revnoue Department, Dated 16th October 1950.

STATEMENT 'A'

Collector's powers to be delegated to the Mamlatdars.

(1) To grant sanction for locally purahase contingency articles upto Rs. 5/- at a time.

(2) To write off useless and irreparable contingency articles upto a limit of Rs. 25.

(3) to give Government trees free of charge for Government or public purposes whenever it is found necessary upto an estimated cost of Rs. 10/- in each case and Rs. 100/- within a year in all

(4) Prevention of reaping of crop or the removal thereof in to order to secure the land revenue.

(5) To effect expenditure upto Rs 41/- for repairing Government boundary marks (Pakka ars).

(6) To sanction and extend the relief upto Rs. 200/- in each case, such as fire, flood etc. (The Mamlatdar should report to the Prant Officer and the Collector).

(7) To purchase contingent articles from local market upto Rs. 50/- every year Rs. 5/- at a time.

DJT./-

P.W.D.

Powers
Revenue Officers
Delegation of -to,

GOVERNMENT OF BOMBAY
Revenue Department
Resolution No. 3563/49
Bombay Castle, 16th October 1950.

Government Letter, Revenue Department, No. 3563/49-9754-E, dated the 11th February 1950.

"It is reported to Government that the number of revenue Officers under our administration is many times more than what used to be under the Baroda State. This it is reported, was due to the fact that under the Baroda administration the smaller officers had wider powers of decision and consequently there were not many references from and to the Secretariat and other Superior Officers. Please state what powers and under what Acts the smaller Officers of the Baroda State had and what are the corresponding [illegible]s of our officers. This may please be treated as Very Urgent."

Letter from the Commissioner, Northern Division, No. A.D.M. 178 , dated the 12th May 1950.

"Reference Government Letter, Revenue Department No. 3563/49/9754-E dated the 4th February 1950.

In forwarding herewith a statement showing the powers exercised by the various revenue officers under the Ex-Baroda State and the State of Bombay, I have to state that it is a fact that the low paid officers of the Ex-Baroda State did exercise wide powers which naturally curtailed references to higher authorities and expedited the disposal of work.

As regards decentralisation of authority centralised in the Collector, it may be stated that number of non- statu-tory duties and functions of the Collector have already been delegated to the Personal Assistant under Government Resolution Revenue Department 10700/45-III dated the 30th May 1949 and the are being exercised by him. Any further delegation would lead toinefficiency as District Officers themselves are inexperience

It would be easy to copy the Ex-Baroda State Adminis-trative method, if units of district administration are mini-mised. Such ....

Such .....

opportunity occurred when the complete merger of the Indian States was decided upon. But Government decided to expand the existing Bombay State Districts instead of making them smaller. For instance, the jurisdiction of the Surat District was expanded to double its former size.

On administrative grounds, it does not seem advisable to adopt the Ex-Baroda State methods. There is a grave apprehension of the misuse of powers at times and subsequent danger of loss to Government in giving wide powers to inferior and low paid revenue officers. Delays in disposal are at present not due chiefly to this cause, but they are also due to the change in administration an unwieldy and large districts. New rules and orders are to be put into effect in the merged States and naturally and State servants take time to understand them and put them into operation. Delay is bound to take place during the transitory period, whenever there is a radical change in the administration. No more powers than are being at present exercised by officers of the Bombay State are required to be delegated to them. I am accordingly opposed to any more delegation of powers to low paid inferior revenue officers.

In this connection attention is invited to this office letter No. E.S.T. 3295 dated the 28th April 1950".

Resolution :- Government is pleased to direct that the Collector and Prant Officers' powers as shown in the statements A and B respectively should be delegated to the Mamlatdars.

By order of the Governor of Bombay,

F.N. RANA,
Deputy Secretary to Government.

G.R., R.D., No. 3563/49 dated 16th October 1950.

To

All Collectors,
The Settlement Commissioner and Director of Land Records,
The Accountant General (through the Finance Department),
All Departments of the Secretariat (Except the Separate Department).

AE(I) etc.

DJT./-

24/10/50